|  |  |
| --- | --- |
| **SECTION 1: APPLICANT’S DETAILS** | |
| Employee Name | Faizan Mudassir |
| Designation | UCPO |
| CNIC No. | 37101-9295281-5 |
| District/UC | Attock / Bahadur Khan |
| Leave application date | 10-12-2020 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 2: DETAILS OF LEAVE** | | | | | | | | |
|  | Reason of Leave Applied for (Tick in appropriate box) | | | | | | | |
|  |  |  | Hajj |  |  |  | Umrah/Ziarat | |
|  | | | | | | | | |
|  |  |  | Chillah, Tableegh, Ehtikaf |  |  |  | Christmas, Diwali | |
|  | | | | | | | | |
|  |  |  | Study/Exams |  |  |  | Maternity | |
|  | | | | | | | | |
|  |  |  | Family Wedding |  |  |  | Self-Wedding | |
|  | | | | | | | | |
|  |  |  | Immediate Family Death |  |  |  | Self-Sick Leave | |
|  | | | | | | | | |
|  |  |  | Immediate Family-Sick Leave |  |  |  | Accident/Sickness-while at work | |
|  | | | | | | | | |
|  |  |  | Accident/Sickness-while not at work |  |  |  | Emergency Leave | |
|  | | | | | | | | |
|  |  |  | Vacations |  | \* |  | Others | |
|  | | | | | | | | |
| Number of Days Leave Applied for. 01 day only | | | | | | | | |
| Leave start date. 10-12-2020 | | | | | Leave end date.10-12-2020 | | | |
| OIC Name and designation: | | | | | | | | |
|
|
|
| Employee signature:\_\_\_\_Faizan Mudassir | | | | | | | | Date:09-12-2020 |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For more than Two weeks | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

CTC Remarks, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:Leaves during campaign days are NOT allowed**

## Fwd: 1 day leave request

|  |  |
| --- | --- |
| From | [**Khuram Shahzad**](mailto:khuram1211@gmail.com) |
| To | [**hareem@ctc.org.pk**](mailto:hareem@ctc.org.pk) |
| Cc | [**SYED, Najmul**](mailto:syedn@who.int)**,**[**ALVI, Mohsin Rafique**](mailto:alvim@who.int)**,**[**Faizan Mudassir**](mailto:faizan.mudassir@gmail.com) |
| Date | **Wed 21:00** |

## Attachments

* [**1 day Leave application.docx (~17 KB)**](http://webmail.ctc.org.pk/cpsess1311758827/3rdparty/roundcube/?_task=mail&_action=get&_mbox=INBOX&_uid=608&_token=pKXPvf3FljsPwpwOekcSHO6F4WbFgmTd&_part=2)Show options

## Message Body

Dear Sir/ Madam,

Plz. find attached 01 day (10-12-2020) leave request of UCPO Mr. Faizan Mudassir for kind record. Thanks

Regards

Dr. Khuram Shahzad

PEO-WHO

---------- Forwarded message ---------  
From: **Faizan Mudassir** <[faizan.mudassir@gmail.com](mailto:faizan.mudassir@gmail.com)>  
Date: Wed, Dec 9, 2020 at 9:04 PM  
Subject: 1 day leave request  
To: Khuram Shahzad <[khuram1211@gmail.com](mailto:khuram1211@gmail.com)>

Respected Sir,

I hope this email finds you in good health. Sir i have an urgent piece of work and request you to grant me 01 day leave on 10th of December 2020.

Thanking you.

Faizan Mudassir

UCPO.